INDEX TO CIRCULAR AND FORM LETTERS

1940-41

ABSENCES And Resignation of Teachers Evening Teachers Vocational Teachers	C 116 C 24 C 12	
ACCOUNTS Native Handicraft Classes	C 36	
ACTIVIDADES DURANTE EL VERANO	C 271	
ACT OF CONGRESS Hatch Law Against Political Activities of Federal Employees C 38	C 47	C 52
ADMINISTRATION, SUPERVISOR OF	C 85	
ADULT EDUCATION Absences and Resignations of Teachers Assignment in Supervisory Staff Induction Into Citizenship Day Information Concerning Works Projects Administration Personnel Location of Schools Nutrition Week Organization Program of Studies and Time Schedule Proyectos Educativos de la Works Projects Administration C 37 C 81 C 174 C 194 Reports Rules and Regulations Governing Enrollment Supplies	C 121 C 161 C 214 C 114 C 122	C 120 C 174 C 165
ADVISORS, BOY SCOUTS	C 222	

AGE-GRADE DISTRIBUTION OF ENROLLMENT	C	205	
AGRICULTURAL ADJUSTMENT ADMINISTRATION Distribución de Cheques	Ç	269	
AGRICULTURE (See also "Vocational Education") District and Sectional Conferences of Vocational Agriculture to be held on Regular Class Days Evening and Part-Time Classes High School Credit for Work in Ninth Grades, Second Units Information on Students Survey on Incomes and Expenditures of Wage Earners	CCC		C 187
ALCALDES Mobiliario de Oficina para el Servicio de Conscripción Militar	С	26	
"ALERT" Alert Periods of United States Army	C	6	
ALICE MORGAN WRIGHT ESSAY CONTEST	C	84	C 188
ALIENS Field Personnel Asked to Help Aliens to Register	C	53	
AMATEURISM Radio Contests	C	175	C 179
AMERICAN EDUCATION WEEK	C	83	C 128

(1940-41)

ANALFABETISMO (See "Illiteracy")

ANTITUBERCULOSIS ASSOCIATION Christmas Seals			C	131		
APPLICATIONS OF ACT OF CONGRESS Hatch Act	С	38	С	47	C	52
APPOINTMENTS Escuelas con el Auxilio de la Works Projects Administration	7		С	37		
APPROPRIATIONS Asignación Municipal para Trabajo Socia Books for the High School Libraries Municipal, for Industrial Arts Classes School Inspection	1		CC	242 207 231 1	C 2	33
APPROVALS Aprobación de Gastos Escolares Vocational Organizations			CC	134 76	C 1	63
ARBOR DAY "El Flamboyán" Fire Prevention Posters				86 102		
ARITHMETIC Adult Adolescent Schools			C	121		
Assignment of Committee of Supervisory Staff			C	85		
Division of Work as to Medium of Instruction			C	7	1	
Sample Lessons or Units for the Elementary Schools Tests for High School Freshmen C C 2		32	CC	29 44	C 2	23

(1940-41)

ARMISTICE DAY Program Sponsored by the Daughters of the American Revolution	C 97
ARMY "Alert" Period Army Day Public School Pupils Under Military Training	C 6 C 193 C 124
ART EDUCATION Assignment of Committee of Supervisory Staff Concurso de Cartelones-Semana del Arte Plan for Teaching Motion Picture Appreciation	C 85 C 101 C 49
ART WEEK	C 101, .
ASOCIACIÓN ANTITUBERCULOSA Campaña Educativa	C 209
ASSIGNMENTS Concesión de Escuelas Supervisory Staff	C 251 C 85
ASSISTANCE TO ALIENS IN REGISTRATION	C 53
ASSISTANTS Allowance to Assistant Superintendents for School Inspection English Field Assistants C 15 C 64	F 1 C 100 C 250

ASSOCIATIONS OF TEACHERS (See "Teachers Associations")

ATTORNEY GENERAL Questions Arising Under the Hatch Act	С	52		
AVIATION DAY Governor's Proclamation: Pan American Aviation Day, 1940	C	140	di .	
Character Education English High School Libraries Libros Recomendados por el Comité Bibliográfico "Lo que Puede Hacer la Escuela en Defensa de la Democracia" Physical Education Second Units Social Science Social Work Vocational Education	00000	82 5 207 148 146 75 28 199 66 61	C	15
BIBLIOTECAS (See "Libraries")				
BILINGUALISM Division of Work in Arithmetic as to Medium of Instruction Filling out Report Cards Organization of Elementary Urban Schools for 1940-41 Teaching of Social Sciences	00 00	7 118 19 54		
BLIND CHILDREN Application Blanks for Admission to the Institute for Blind Children	F	5		
BOOKS (See also "Textbooks" and "Libraries") Bibliotecas para los Campamentos Militares	C	232		

BOOKS (Cont.) For Elementary Grades Recomendados por el Comité Bibliogr	áfico		C 16 C 148	
BOY SCOUTS ADVISORS			C 222	
BUDGETS Municipal Appropriations for Industrial Arts Classes Presupuesto Municipal Vocational Education, George-Deen			C 231 -C 260 C 11	
BULLETINS				
English	C 23 C 162 C 250	C 164	C 150 C 169	C 157
Español		C 39	C 45	C 51
Health Department Health Education Industrial Arts "Lo que Puede Hacer la Escuela en Defensa de la Democracia" Science, Elementary	C 58		C 50 C 77 C 78 C 146 C 18	C 99
Social Work Vocational Education			C 66 C 62	
BUREAU OF ADULT AND EXTENSION ACTIVIT				
Adult-Adolescent Schools Annual Report Evening Schools Extension Schools	C 114 C 120		C 116 C 122 C 255 C 24 C 22	C 117 C 123
Music Examinations	,		C 90	
Radios for Repair School of the Air Summer High Schools		C 98	C 268 C 106 C 4	C 123

BUREAU OF RESEARCH AND STATISTICS Tests in Mathematics and English for First-Year Students C 10 C 32 C 253	C 44	C 223
BUSINESS EDUCATION Business English High School	C 273 C 208 C 2	C 273
CALENDARS Physical Education, 1940-41 Summer School Courses, University of Puerto Rico	C 9	
CAMPAIGNS (See "Celebrations" also) Asociación Antituberculosa Membership, National Education Association Red Cross Vocational Association of the United States	C 209 C 107 C 178 C 91	
CAMPS Bibliotecas para los Campamentos Militares	C 232	
CELEBRATIONS American Education Week Art Week Centenario de Corchado Fourth of July Franklin D. Roosevelt Day General Pulaski's Memorial Day	C 83 C 101 C 65 C 1 C 139 C 104	C 128
Gold Star Mothers' Day Homenaje a la Vejez Improvement of Family Life Week Labor Day Merchant Marine Day Mothers' Day National Music Week	C 89 C 198 C 204 C 34 C 243 C 230 C 201	C 212
Navy Day New Citizens Day Nutrition Week C 189	C 105 C 213 C 246	C 218

(1940-41)

166

CELEBRATIONS (Cont.) Pan American Aviation Day, 1940 Pan American Day-Day of the Americas Semana de la Enfermera Semana de Prevención de Incendios Semana Educativa Pro Turismo Social Hygiene Day	C 140 C 210 C 219 C 248 C 156 C 159
CENSUS Preliminary Census of Mentally Retarded Children	C 197
CENTENARIO DE CORCHADO	C 65
CENTRAL OFFICE: ASSIGNMENT OF SUPERVISORY STAFF	C 85
CENTROS COMUNALES (Véase "Community Centers")	
CERTIFICATION OF TEACHERS Elementary Teachers of Industrial Arts, Native Handicrafts, and Vocational Agriculture	C 262
CHARACTER EDUCATION Committee of Supervisory Staff Provision for Character Education	C 85 C 82
CHILD ACCOUNTING Age-Grade Distribution of Enrollment	C 205
CHILD LABOR Interdepartmental Cooperation to Enforce Child Labor Laws	C 108
CHRISTMAS Greetings Seals	C 149 C 131

CITIZENSHIP TRAINING Character Education			C	82	, ,	
Committee of Supervisory Staff				85		
Educational Projects of the Works Projects Administration	C	161		165 213	C 1	74
I Am An American Day Induction Into Citizenship Day			C	218		
New Citizens Day Program of Studies and Time Schedules for Adult-Adolescent			C	189	C 2	2 8
Schools Rules of Right Conduct and Citizenship				121 215		
nates of hight conduct and cruzenship			•	210		
CIVIC TRAINING (See "Citizenship Training")						
CLIP CORNER			~	07.6		
Social Sciences			C	216		
CLOSING OF SCHOOLS						
Bureau of Adult and Extension Activities			C	255		
Final Reports				226		
Inventories and Annual Report of Native Handicrafts			C	229	-	
November 4 Permission to Leave Puerto Rico			C	80.		
for the United States Before the						
End of the School Year Preparation of June Pay Rolls			C	202 249		
Registration Day			C	132		
Report on Second Units			C	245		
COLECTAS						
/ Escuelas de Extensión			C	22 178		
Red Cross Campaign			C	110		
COLORADO SCHOOL OF MINES			C	196		
		-				
COLUMBUS DAY						
Programs Sponsored by the Daughters of the American Revolution			C	97		

(Index to Circular and Form Letters) (1940-41)

COMEDORES ESCOLARES (See "Lunchrooms")

COMISIÓN HÍPICA						
Fondos Para Comedores Escolares	F	2	C	55	C	92
COMMENCEMENTS						
Diploma Fees			C	177	C	183
COMMITTEES						
Arithmetic		7.37	C	7		
Assignment of Supervisory Staff of Central Office to Different Committees			C	85		
Comité Bibliográfico			Č	148		
Comité Consultivo, Comedores Escolares			C	92		
Committee on Curriculum of the American Association of High School Teachers			C	94		
English				60		
Executive Committee, Central Office			C	85		
Recopilación del Vocabulario Activo de Nuestros Niños			0	13		141
Student Committees for Radio Contests				106	0	TAT
COMMUNITY CENTERS						
Amateur Contests			C	179		
Educational Projects of the Works						
Projects Administration Sponsored			0	161	0	165
by the Department of Education Report of Activities			C	220	C	105
				1		
CONCECTÓN DE POCTET AC			~	057		
CONCESIÓN DE ESCUELAS			C	251		
CONCURSOS (See "Contests")						
CONDEMNATION OF SCHOOL PROPERTY			C	224		
CONGRESS (See "Act of Congress")						
CONGLETED (See MCC OT COURTERS)						

CONTESTS Alice Morgan Wright Essay Contest		C	84	C 188
Concurso de Cartelones Artísticos,			259	
Departamento de Sanidad Concurso de Cartelones, Semana del Arte		C	101	
Elks Future Farmers of America			180 173	
Industrial Design Competitions Sponsored by the Museum of Modern Art of New York		C	130	
Lions Clubs	0.100	C	185	d 100
Radio Contests of the School of the Air Semana Educativa Pro Turismo	C 106		175 156	
CONTINENTAL TEACHERS English Professional Classes for Teachers		C	15	
Organization of Elementary Urban Schools		CC	19	
Permission to Leave Puerto Rico for the United States Before the End of the				
School Year The English Program in the Elementary		C	202	
Grades		C	17	
CONTRACTS				
Rules Governing Teachers' Contracts,			05	
Oaths, etc.		C	25	
CONVENTIONS				
Future Farmers of America Girl Scouts		C	173	
CII I DOCUMB			235	
			235	
COOPERATION OF THE SUPERVISORS AND SUPER-		C		
COOPERATION OF THE SUPERVISORS AND SUPER- INTENDENTS WITH THE SCHOOL OF THE AIR		C	235	
INTENDENTS WITH THE SCHOOL OF THE AIR		C		
		C	123	
INTENDENTS WITH THE SCHOOL OF THE AIR CORCHADO Y JUARBE, CENTENARIO DE COURSES		CCC	123	d 200
INTENDENTS WITH THE SCHOOL OF THE AIR CORCHADO Y JUARBE, CENTENARIO DE		C	123	C 29

COURSES (Cont.) English	C	5	C	8	C 23	C 43
Español	0000	169 33 51	0000	192 35 58	C 60 C 208 C 39	C 74 C 264 C 45
Guidance High School Industrial Arts	C		C	192 151	C 152	C 264
Native Handicrafts Science, Elementary Summer		234 270	C	237	C 234 C 18 C 240	C 261
University of Puerto Rico Vocational Education Woodwork	C		FC	3 46	C 31 C 147 C 152	C 270 C 176
CRAFTS (See "Handicrafts")						
CREDIT For Work in Agriculture in Ninth						
Grades, Second Units					C 69	
CRIPPLED CHILDREN Bulletin, Department of Health			1		C 50	
CUMULATIVE RECORDS (See "Records")	J					
CURRICULUM Character Education Education					C 82	
Educational Projects of the Works Projects Administration Modificaciones al Programa de Lengu	10				C 165	
Española, Escuela Superior Proposed Curriculum for Certain	a				C 35	
Types of Rural Schools Questionnaire Sent by Committee on					C) 20	
Curriculum of the American Assocition of High School Teachers Social Sciences, Revision of Outlin					C 94	
for the Teaching of					C 199	

DAUGHTERS OF THE AMERICAN REVOLUTION Programs Sponsored by the Daughters of the American Revolution	C 97
DEFENSA NACIONAL (See "National Defense")	
DEFICIENCIAS Español, Escuela Superior C 39 C 45	C 51 C 58
DEFINITION OF TERMS Final Reports	C 226
DEMOCRACIA	
"Lo que Puede Hacer la Escuela en Defensa de la Democracia"	C 146
DIPLOMAS Fees	C 177 C 183
7000	0 177 0 100
DIRECTORES ESCOLARES Aprobación de Gastos Escolares	C 134 C 163
Asignación Municipal para Trabajo Social	C 242
Comedores Escolares F 2 C 55	C 92 C 145
C 170 C 238 Concesión de Escuelas Distribución de Cheques de la	C 263 C 251
"Agricultural Adjustment Administration" Equipo para las Escuelas Rurales	C 269 C 244
Escuelas de Extensión Escuelas y Proyectos Educativos de la Works Projects Administra-	C 22
tion C 37 C 81	C 161 C 165
Mobiliario de Oficina para el Ser- vicio de Conscripción Militar	C 26

DIRECTORES ESCOLARES (Cont.) Municipal Allowance for School Inspection Municipal Appropriation for Industrial Arts Classes Nuevos Funcionarios Municipales Saludo del Hon. Gobernador de Puerto Rico Semana Educativa Americana Special Final Reports Testimonio de Reconocimiento Uso de los Salones de Clase para el Servicio de Conscripción Militar Uso de los Salones de Clase	F 1 C 233 C 231 C 158 C 149 C 83 C 258 C 153 C 266
para las Elecciones C 63	C 80 C 119
DISTRIBUTION OF MUNICIPAL ALLOWANCE FOR SCHOOL INSPECTION	F 1 C 233
DISTRIBUTIVE EDUCATION Enrollment of High School Graduates	C 46
DISTRICT AND SECTIONAL CONFERENCES ON VOCATIONAL EDUCATION	C 129
DIVERSIFIED OCCUPATIONS Enrollment of High School Graduates	C 46
DIVISION OF OCCUPATIONAL INFORMATION AND GUIDANCE	C 62
DRAMATIC LITERATURE Play Production Contest by Radio for High Schools	C 106

DRAWING Concurso de Cartelones			C	101	C	130	C	259
EDUCATIONAL GUIDANCE (See "Guidance")								
EIGHTH GRADE Extension, Diploma Fee Placement Tests	CC	10 253	С	32	CC	183 44	C	223
ELECTIONS Closing of Schools on Nov. 4 Enmienda al "Reglamento Sobre Participación de los Maestros en Campañas Políticas"					C	80		
Hatch Act to Prevent Pernicious Political Activities Nomination of Teachers for Elective			C	38		47	C	52
Posts Uso de los Salones de Clases			C	63	CC	59 80	C	119
				0.636				
ELEMENTARY URBAN SCHOOLS Application Blanks for Admission to the Institute for Blind Children Arithmetic Committee of Supervisory Staff Contests English Español Governor's Proclamation on Franklin D. Roosevelt Day in Puerto Rico Health and Physical Education Industrial Arts Organization of the Elementary Urban Schools, 1940-41 Pan American Aviation Day, 1940 Recopilación del Vocabulario Activo	00000	7 18 188 7 33	0000000	84 15 19 250 13 67	000000	5 7 85 101 16 64	0 000 0	29 188 17 100 19 79 99

ELEMENTARY URBAN SCHOOLS (Cont.) Social Work Textbooks Traslado de Maestros Rurales- Urbanos a la Zona Rural			CCCC	66 16 14	CC	70 77
ELKS Contest			C	180		
ENGLISH Adult Education Alice Morgan Wright Essay Contest Business English Committee of Supervisory Staff Division of Work in Arithmetic as to Language of Instruction Elementary Schools Field Assistants High Schools "Macbeth" Magazine Reading Course "Merchant of Venice" Motion Picture Appreciation Cource National Defense Training Course	C 7 C 18 C 100 C 15 C 2 C 10 C 44 C 60 C 110 C 135 C 164 C 184 C 206 C 225	C 223 C 64 C 4 C 23 C 48 C 74 C 111 C 150 C 168 C 190 C 208	000 00000000000000000000	208 85 7 16 64 250 100 5 32 49 85 125 157 169 192 221 264 56	000000000	56
Program for 1940-41, Elementary Gra Proyectos de Educación de Adultos de la Works Projects Administration Questionnaire Concerning High School Courses	ides le			17 161 192	C	165
DOLLOOT COULDED	*		0	100	,	

C 43	C 135	C 179	C 184
C 43	C 60	C 74	C 225
C 8	C 110	C 169	C 195
0 0	0 110	C 4	C 237
		•	0 101
		C 23	
C 10	C 32	C 44	C 223
	0 02		
0 200		C 16	
	C 2	C 168	C 273
		C 221	
		C 18	- ' ~
		C 35	
icas"		C 41	
			•
11/10			
		C 205	
		F 3	
1.0		C 40	
			0.100
noois			C 122
			12
		C 10	
ers,		0 104	
		C 194	
		C 37	
The state of			
		C 26	
		C 10 C 32 C 253 C 2 icas" d Oc-ion hools ers,	C 8 C 110 C 169 C 4 C 10 C 32 C 44 C 253 C 16 C 2 C 168 C 221 C 18 C 35 icas" C 40 d 0c-ion

ESCUELAS CON EL AUXILIO DE LA WORKS PROJECTS ADMINISTRATION F C	4 165	CC	37 194	С	81	C 161 .
ESPAÑOL Boletines para Primero y Segundo Grados Celebración del Centenario de Corchado Committee of Supervisory Staff Escuelas Elementales C Escuelas Superiores C High School Textbooks In the Teaching of Arithmetic In the Teaching of Elementary Science Lectura Suplementaria Modificaciones al Programa de Lengua y Literatura Organization of Elementary Urban School Plan de Supervisión, Escuelas Elementales Summer Schools Trabajo de Motivación en Relación con la Semana del Arte Unidad del Renacimiento Unidades de Exploración de Deficiencias	7 33 2 45		13 65 4 51	0 00 00 0	67 4 101 133	
Vocabulario Activo, Escuela Elemental	39		40	C	13	C 141
ESSAYS Contests Lesson Plan for English I, Unit VIII		C	84		180 206	C 185
EVENING SCHOOLS Information Asked by Legislature Organization				CC	187 24	
EXAMINATIONS (See "Tests" also) Music				C	90	C 236
EXECUTIVE COMMITTEE OF SUPERVISORY STAFF				C	85	

EXECUTIVE ORDERS Inauguration of Gov. Guy J. Swope	C 167	
EXPERIMENTOS Cultivo y Enlatado de Legumbres en Co- nexión con los Comedores Escolares	C 92	
EXPLORATIONS Español C 39 C 45	C 51	C 58
EXTENSION WORK Annual Report Educational Projects Works Projects	C 255	
Administration Sponsored by Department of Education High and Eight-Grade School	C 165	
Diploma Fee Industrial Arts Music Examinations Organization of Extension Schools	C 183 C 99 C 236 C 22	C 152
EXTRACURRICULAR ACTIVITIES (See also "Special Weeks," and "Celebrations") Boy Scouts Advisors Girl Scouts Rally	C 222 C 235	
EXTRAMURAL COURSES University of Puerto Rico	C 31	F 3
EXTRA WORK, INDUSTRIAL ARTS	C 68	
FAIR LABOR STANDARDS ACT Cooperation with Department of Labor About Enforcement of Child Labor Laws	C 108	

(Index to Circular and Form Letters) (1940-41)

FEDERAL AID				1		
Escuelas y Proyectos con el Auxilio de la Works Projects Administration George-Deen Budget for Vocational	C	37	C	55	C	81
Education			C	11		
FEDERAL GOVERNMENT (See also "Vocational Edu Hatch Act to Prevent Pernicious	cat	ion")			
Political Activities	C	38	C	47	C	52
FEDERAL SECURITY AGENCY National Defense Program for Out- of-School Rural Youth			C	154		
FEES						
Diploma Fees Evening Schools				177 24		183
Extension Schools			C	22 90	C	
Music Examinations Summer High Schools				237		230
	-					1
FIELD ASSISTANTS Duties and Information Concerning						
Professional Classes Instructions and Explanation			C	15	C	250
of Publications		-	C	64	C	100
FIRE PREVENTION POSTERS		,	C	102		
TIESTICAL TODIES			J	100		
FLAG			•	100		
Army Day I Am An American Day			C	193		
Merchant Marine Day			C	243		*
"FLAMBOYAN, EL"						
Song to be Used in Arbor Day Exercises			C	86		

FLOATING TEACHER Organization of Elementary Urban Schools for 1940-41			C 19	
FORMS Accounts, Forms, and Records of Native Handicraft Classes			C 36	
FORUMS Educational Projects of the Works Projects Administration Sponsored by the Department of Education		C 161	C 165	C 174
FOURTH OF JULY PARADE		,	c 1	
FREE PERIOD National Defense Program for Out-of-School Rural Youth Organization of Elementary Urban Schools for 1940-41 FRESHMEN (See "Ninth Grade")			C 160 C 19	
FUNDS Comedores Escolares Escuelas con el Auxilio de la "Works Projects Administration" Evening Schools Extension Schools George-Deen	C 92	C 145	C 170 C 37 C 24 C 22 C 11	C 238
FUTURE FARMERS OF AMERICA Annual Convention			C 173	
GALLARDO, DR. JOSÉ M. Inauguration of Gov. Guy J. Swope			C 167	

GEORGE-DEEN FUNDS	c 11	
GIRL SCOUTS May Insular Rally	C 235	
GOLD STAR MOTHERS' DAY	C 89	
GOODWILL Intercambio de Correspondencia Es- colar con los Estados Unidos Toys for Children in Europe	C 113 C 137	C 200
GOVERNOR OF PUERTO RICO American Education Week Closing of Schools on Nov. 4 Closing of Schools on Registration Day Inauguration of Gov. Guy J. Swope Message in Connection with	C 128 C 80 C 132 C 167	
Enforcement of Hatch Act Proclamation-I Am An American Day Proclamation on Army Day Proclamation on Franklin D. Roosevelt Day	C 38 C 213 C 193	
Proclamation on General Pulaski's Memorial Day Proclamation on Merchant Marine Day Proclamation on National Music Week Proclamation on Navy Day Proclamation on Pan American Aviation Day	C 104 C 243 C 201 C 105	
Proclamation on Pan American Day- Day of the Americas	C 210	
GRADING OF PUPILS Procedure to be Used in Filling	0.116	
Out Report Cards Report on Second Units Summer High Schools	C 118 C 186 C 4	

(1940-41)

GRADUACIONES (Véase "Commencements")

Enrollment of High School Graduates in Diversified Occupations and Distributive Education	C 46	
GREETINGS Christmas Testimonio de Reconocimiento	C 149 C 153	
GROUPING English Placement Test	C 223	
Information on School Guidance Program In Second Units List of Guidance Materials Organization of Vocational Guidance Programs in High Schools and Second Units Program of Studies and Time Schedule for Adult-Adolescent Schools	C 42 C 176 C 28 C 61 C 109 C 121 C 227	C 147
HANDBOOKS Industrial Arts Social Work	C 78 C 66	
Committee of Supervisory Staff Information Concerning Works Projects	C 36 C 85 C 171	

HATCH ACT	C	38	C	47	C	52
Campaña Educativa de la Asociación Antituberculosa High School Pupils Competing With College Students Nutritional Program Under Development by Department of Health Professional Growth of Physical Education Instructors Program for 1940-41 Program of Studies and Time Schedule for Adult-Adolescent Schools Semana de la Enfermera Semana de Prevención de Incendios Social Hygiene Day Supervisor in Charge Teaching Periods Textbooks for First and Second Grades and Health Education Bulletin Track and Field Meets	*		0 0 00 000000 0	209 71 217 75 9 121 219 248 159 85 79 77 211		
HEALTH DEPARTMENT Bulletin About New Service to Crippled Children Concurso de Cartelones Artísticos Nutritional Program Under Development Social Hygiene Day			CC	50 259 217 159	-11	1
Admission to the University of Puerto Rick Arithmetic Business Education Committee of Supervisory Staff Condemnation of School Property Contests C 101 C 180 Diploma Fees Educational Projects of the Works Projects Administration	00 0	10 2 130 185	CCC		C	44 273 166 183

HIGH SCHOOLS (Cont.)								
English	0000	5 32 49 95		110		111	C C C 1	.25
	00000	127 162 172 195 223	000	135 164 184 2 0 6 225	000	150 168 190 208 253		.69 .92
Español	CC	35 58	C	39	CC	45 143	c	
Evening Schools Extension Schools Film About National Youth Administration Projects in the	,				CC	24 22		
United States Franklin D. Roosevelt's Day Industrial Arts	CC	30 78	CC	40 99	C	247 139 68 152		73 257
Information Concerning the Works Projects Administration Libraries Mathematics	CC	10 223	CC	161 32	C	171 165 44	CZ	207
Music Examinations, Bureau of Extension Music Week Pan American Aviation Day						90 201 140	C 2	236
Physical Education Professional Courses at the University	ity	7	Ç	9	CC	71 31	C	79
Questionnaire Sent by the Committee on Curriculum of the American As- sociation of High School Teachers Radio Programs Scholarships Summer Courses					0000	94 106 196 4	C2	237
Tests	CC	10 253	C	32	C	44	C 2	
Textbooks "The School Janitor"					CC	2 88 46	C 2	
Vocational Education and Guidance	CCC	21 62 227	C.C	42 69	CC	46 109		61 .47

(1940-41)

HOME ECONOMICS (See also "Vocational Education") Approval of Evening and Part-Time Organizations Committee of Supervisory Staff High School Textbooks Improvement of Family Life Week National Youth Administration-National Defense Training Courses Nutritional Program Under Development by the Department of Health	C 204 C 203 C 217	C 273 C 212
Nutrition Week Program Survey on Incomes and Expenditures of Wage Earners	C 246 C 112 C 155	C 265
or wage marners	C 100	
HOME GUARD Permission to Personnel to Assist in Its Organization	C 103	
HOMENAJES A Artistas Locales Durante la Semana del Arte	C 101	
A Corchado, en el Centenario de su Nacimiento A la Vejez	C 65 C 198	
IHTMANG CONTRACTOR OF ANTAGALO		
HUMANE TREATMENT OF ANIMALS Alice Morgan Wright Contest	C 84	C 188
I AM AN AMERICAN DAY	C 213	
ILLITERACY (See also "Adult Education") Proyectos del Departamento de Instruc-		
ción en Cooperación con la Works Projects Administration C 137 C 161	C 165	C 174
IMPROVEMENT OF FAMILY LIFE	C 204	C 212

C 167

INAUGURATION OF GOV. GUY J. SWOPE

INCOMES Survey on Incomes and Expenditures of Wage Earners		C 155	C 265
INDUCTION INTO CITIZENSHIP DAY		C 218	
INDUSTRIAL ARTS Additional Industrial Arts Courses at the University of Puerto Rico, Summer Session, 1941 Bulletin Certification of Teachers Committee of Supervisory Staff Courses Drawing Plates and Special Projects Extra Work or Projects High Schools High Schools High School Textbooks Improvement of Family Life Week Industrial Design Competitions Sponsored by the Museum of Modern Art of New York Instructions to Teachers Municipal Appropriations National Defense Program for	C 27	C 212 C 130 C 30 C 231	C 273
Out-of School Rural Youth Requisitions "School Shop Magazine" Second Unit Textbooks Supplementary Information Survey Toys for Children in Europe Woodwork INDUSTRIAL DESIGN COMPETITIONS SPONSORED BY THE MUSEUM OF MODERN ART OF NEW YORK INDUSTRIAL EDUCATION			C 160 C 257
Courses in Vocational Guidance Techniques		C 42	C 147

INDUSTRIAL SCHOOLS To Cooperate in Enforcing Child Labor Laws	C 108	
INDUSTRIAL WORK Accounts, Forms, and Records of Native Handicrafts Classes Meeting of Teachers of Native Handicrafts	C 36	
INFORMATION REQUESTED About Radios in Schools From Accredited Private Schools Students of Agriculture (Asked by Legislature) Students of Part-Time and Evening Classes (Asked by Legislature)	C 98 C 93 C 182 C 187 C 37	C 171
Works Projects Administration INSTITUTES The English Program in the Elementary Grades	C 17	
INSTRUCTIONS TO TEACHERS English Extension Schools Health Education Industrial Arts Social Sciences Social Work	C 100 C 22 C 77 C 27 C 54 C 66	C 250 C 30 C 241
INTER AMERICAN RELATIONS Pan American Day-Day of the Americas	C 210	
INTERCAMBIO DE CORRESPONDENCIA CON LOS ESTADOS UNIDOS	C 113	C 200
INTERDEPARTMENTAL COOPERATION Agencies to Cooperate in Character Education	C 82	

INTERDEPARTMENTAL COOPERATION (Cont.) "Agricultural Adjustment Administration" Aprobación de Gastos Escolares Asociación Antituberculosa Assistance to Aliens		C 269 C 134 C 209 C 53	C 163
Assistance to be Given by the Person- nel of the Department in Enforcing the Selective Training and Service Act Boletin, Departamento de Sanidad Boy Scouts		C 103 C 50 C 222	
Christmas Seals Cooperation of Local Agencies in the Organization of Lunchrooms		C 131	
Cooperation with the Labor Department in Enforcing the Child Labor Laws Escuelas y Proyectos con el Auxilio		C 108	
de la Works Projects Administra C 37 C 161 Girl Scouts Health Department	C 55 C 165	C 194 C 235 C 217	C 92
Homenaje a la Vejez Improvement of Family Life Week Institute for Blind Children Insular Board for Vocational Education Labor Day Celebration Military Department		C 198 C 204 F 5 C 227 C 34 C 232	c sis
Mobiliario de Oficina para el Ser- vicio de Conscripción Militar National Defense Program for		C 26	
Out-of-School Rural Youth National Music Week New Citizens Day Nuevos Funcionarios Municipales	~	C 154 C 201 C 189 C 158	C 160
Opinions Upon Questions Arising Under the Hatch Act Periodic "Alert" of the United States Army		C 52	
Preliminary Census of Mentally Retarded Children Red Cross		C 197 C 178	
Requirements for Admission to the University of Puerto Rico School Directors C 134	C 163	C 96 C 231	C 233
Semana de la Enfermera		C 219	

INTERDEPARTMENTAL COOPERATION (Cont.) Semana de Prevención de Accidentes						248	•	166
Semana Educativa Pro Turismo Social Hygiene Day Suggested Plan to Coordinate Work						156 159	C	100
of Several Agencies to Promote Rural Education Survey of Incomes and Expenditures		1			C	20		
of Wage Earners					C	155	C	265
Testimonio de Reconocimiento a los Directores Escolares						153		
Toys for Children in Europe University of Puerto Rico	C :	31	C	42		137 227	C	234
Uso de los Salones de Clase para el Servicio de Conscripción Militar					C	266		
Uso de los Salones de Clase				-			_	
para las Elecciones Works Projects Administration	F			165		80		171
	C 2	14						14
INVENTORIES		\$ 5.4" \ \						
Industrial Arts					C	99		
National Defense Training Program Equipment						191		
Native Handicrafts					• C	229		
JANITORS								
"The School Janitor"					C	88		
JOINT PROGRAM Industrial Arts					C	99		
JUNIOR RED CROSS						3.00		
Toys for Children in Europe					C	137		
LABOR DAY							1	
Labor Day Celebration					C	34		

LABOR DEPARTMENT Cooperation with Labor Department in Enforcing Child Labor Laws			C 108	3
Survey on Incomes and Expenditures of Wage Earners			C 158	5 C 265
LANGUAGE Texts for English IV			C 168	3
LEAVES OF ABSENCE And Resignations Enmienda al "Reglamento Sobre la			C 261	7
Participación de los Maestros en Campañas Políticas" Enrollment in University			C 43	L
Extramural Courses Permission to Leave Puerto Rico fo	r		F 3	3
the United States Before the End of the School Year			C 202	2
LECTURES In Connection with Character Educa	tion		C 82	2
LEGAL OPINIONS Questions Arising Under the Hatch.	Act	r	C 52	2
LEGISLATURE Information About Students of				
Agriculture Information About Students of	,		C 182	2
Part-Time and Evening Classes			C 187	7
LESSON PLANS Arithmetic English	C 5 C 74	C 8 C 95	C 29 C 56 C 113	6 C 60 L C 125
	C 127 C 162 C 206	C 135 C 164 C 221	C 150 C 190 C 225	C 195

LIBRARIES								
Actividades Educativas Durante el Verano	-				C	271		
Appropriation for Books for the High School Libraries Bibliotecas para los Campamen-					C	207		
tos Militares	1.				C	232		
Information Concerning Works Projec Administration Personnel	ts				C	171		
Libros Recomendados por el Comité Bibliográfico						148		
Physical Education				130	C	75		
Proyectos Educativos Aprobados por la Works Projects Administration	C	81	C	165	C	194	C	207
LIGA DE ARTISTAS PROFESIONALES					C	101		
LIONS CLUBS ESSAY CONTEST					C	185		
LISTS								
Escuelas Privadas Acreditadas (1940 Guidance Materials	-41)					144	C	62
Names of Teachers Nominated for Elective Posts					C	59		
Vocabulario Español					C	13		
LOCAL SUPPORT Asignación Municipal para								
Trabajo Social						242 271		
Comedores Escolares de Verano Escuelas de Extensión					C	22		
Lunchrooms Municipal Allewance for School	F	2	C	55	C	238	C	263
Municipal Allowance for School Inspection Municipal Appropriations for					F	1	C	233
Industrial Arts Classes					C	231		
LOCATION OF SCHOOLS								
Adult-Adolescent					C	115		

LUNCHROOMS Actividades Educativas Durante el Verano Comedores Escolares de Verano Fondos	F 2 C 238	C	92	C	271 263 145	C 170
Nutritional Program Under Develop- ment by the Department of Health Organization					2 17 55	
"MACBETH", LESSON PLAN FOR				C	56	
MAPS OF THE COMMUNITIES SUPERVISED BY SOCIAL WORKERS				C	66	
MARKING Procedure to be Used in Filling Out Report Cards Report on Second Units					118 186	
MATHEMATICS High School Textbooks Ninth Grade Summer Schools Tests for First-Year Students	C 10	C	32	0000	2 57 4 44	C 273
MEETINGS District and Sectional Conferences of Vocational Agriculture to be held on Regular Class Days Social Workers Teachers of Native Handicrafts				C	129 70 138	
MERCHANT MARINE DAY				C	243	
"MERCHANT OF VENICE"				C:	162	

METHODS Social Sciences	C 216
MILITARY CONSCRIPTION Mobiliario de Oficina para el Servicio de Conscripción Militar Periodic "Alert" of the United States Army in the Island Permission to Personnel to Assist Public School Pupils Under Military Training Uso de Salones de Clase para el Servicio de Conscripción Militar	C 26 C 6 C 103 C 124 C 266
MOBILIARIO (See "Equipment")	
MODEL CLASSES English	C 17
MORAL AND CIVIC TRAINING Character Education	C 82
MOTHERS' DAY	C 230
MOTION PICTURES Plan for Teaching Motion Picture Appreciation	C 49
MOVIES (See also "Motion Pictures") Film About National Youth Administration Projects in the United States	C 247
MUNICIPAL ALLOWANCES Industrial Arts School Inspection Social Work	C 231 F 1 C 233 C 242

MUSIC "El Flamboyán" Examinations, Bureau of Extension National Music Week Semana del Arte	C 86 C 90 C 201 C 101	C 236
NATIONAL DEFENSE		
American Education Week	C 83	
Army Day	C 193	1
Bibliotecas para los Campa-		
mentos Militares	C 232	
Elks' Essay Contest	C 180	
"Lo que la Escuela Puede Hacer		
en Defensa de la Democracia"	C 146	
Merchant Marine Day	C 243	
Navy Day	C 105	
New Citizens Day	C 189	
Nutrition Week	C 246	
Program for Out-of-School		
Rural Youth	C 154	c 160
Programs Sponsored by the Daughters	~ ~~	
of the American Revolution	C 97	
Selective Training and Service		
Act of 1940	C 103	
Semana de Prevención de Incendios	C 248	
Training Program Equipment	C 191	
Training Reports	C. 181	
MARITONIAL PRIIGARION AGGOGTARION		
NATIONAL EDUCATION ASSOCIATION	0 00	
American Education Week	C 83	
Character Education	C 107	
Membership Campaign	C 101	
NATIONAL GUARD		
Public School Pupils Under		
Military Training	C 124	
Military maining	0 121	
NATIONAL YOUTH ADMINISTRATION		
Equipo para las Escuelas Rurales	C 244	
Film About Projects in the	0 011	
United States	C 247	
5.12 00d 5 0d 005		

NATIONAL YOUTH ADMINISTRATION (Cont.) Identification of National Defense Training Program Equipment					C	191		
Information and Recommendations Relative to National Defense Training Courses					C	203		
NATIVE HANDICRAFTS Certification of Teachers Inventories and Annual Report Meeting of Teachers of Native Handic Report on Enrollment "School Shop Magazine" Summer Courses	cre	afts	•		0000	262 229 138 194 239 234		
NATIVE INDUSTRIES Accounts, Forms, and Records of Native Handicraft Classes Committee of Supervisory Staff	,				CC	36 85		
NAVY DAY Navy Day Programs Sponsored by the Daughters of the American Revolution						105 97		
NEW CITIZENS DAY	C	189	C	213	C	218	C	228
NIGHT SCHOOLS (See also "Bureau of Adult and Extension Activities") Proyectos Educativos Aprobados por la Works Projects Administration					C	81		
NINTH GRADE English	CC	8 44	CC	10 223	CC	32 253	С	43
Español Mathematics	C	10	C	32	CC	58 44	C	57
Second Units Tests	CC	223 10 253	C	32	CC	69 44	C	223

(Index to Circular and Form Letters) (1940-41)

NOMINATION OF TEACHERS FOR POLITICAL POSTS	C 59	9
NURSES WEEK	C 219	9
NUTRITION Nutritional Program Under Development by the Department of Health Nutrition Week	C 21'	
OATHS Rules Governing Teachers' Contracts, Oaths, etc.	C 28	5
OBJECTIVES English Industrial Arts Second Units Vocational Education	C 99 C 28 C 6	8
OCCUPATIONAL INFORMATION Division of Occupational Information and Guidance	C 6	2
OCCUPATIONS Course in Vocational Guidance Techniques	C 4	2
OPENING EXERCISES Program of Studies and Time Schedule for Adult-Adolescent Schools	C 12	1
OPINIONS (See "Legal Opinions")		
ORGANIZATIONS Adult-Adolescent Schools Arithmetic C 114 C 120	C 12	1 C 122

ORGANIZATIONS (Cont.) Comités Consultivos para				
los Comedores Escolares Committees of Supervisory Staff		C	92 85	
Committees to Help in American Education Week Elementary Urban Schools, 1940-41 English Evening Schools Extension Schools Health and Physical Education Industrial Arts		0000000	83 19 15 24 22 79 27	C 30
National Defense Program for Out-of-School Rural Youth Rural Schools Science, Elementary Summer High Schools Traslados de Maestros Vocational Education and Guidance		CC	154 20 18 237 14 76	C 109
OUTLINES (See "Bulletins" also) English, Elementary Schools English, High Schools		C	17 5	C 23
OVER-AGENESS Second Units		С	28	
"OYENTES"		C	126	
PAN AMERICANISM				
Governor's Proclamation: Pan American Aviation Day, 1940 Pan American Day: Day of the		C	140	
Americas		C	210	
PARENT EDUCATION Educational Projects of the Works Projects Administration Sponsored				
by the Department of Education	C	161 C	165	C 174

(1940-41)

PART-TIME CLASSES Information asked by Legislature			C	187	- X	
PAY ROLLS Preparation of June Pay Rolls Rules Governing Contracts,			C	249		
Oaths, Pay Rolls, etc.			C	25		
PENMANSHIP Committee of Supervisory Staff			C	85		
PERIODIC "ALERT" OF THE UNITED STATES ARMY IN THE ISLAND			С	6		
PERMANENT TEACHERS Rules Governing Teachers' Contracts, Oaths, etc. Traslados de Maestros			00	25 14		
PERMISSION Permission to Leave Puerto Rico for the United States Before the End						
of the School Year Uso de los Salones para Colegios				202		
Electorales	C	65	C	80	C	119
PERSONNEL						
Information Concerning Works Projects Administration Personnel Lunchrooms Monthly Report of Activities of	1.0		CC	171 92		`
Monthly Report of Activities of Community Centers Special Final Reports				220 258	*	

PHYSICAL EDUCATION (See "Health and Physical Education")

PLANS Arithmetic English	C 56	C 43 C 60 C 125 C 157 C 195	C 127 C 162	C 95 C 135 C 164
Español Industrial Arts			C 67 C 30	C 99
Organization of Elementary Urban Schools, 1940-41 Second Units Summer School Work			C 19 C 28 C 4	C 237
POLITICAL ACTIVITIES Enmiendas al "Reglamento Sobre Participación de los Maestros				
en Campañas Políticas" Hatch Act to Prevent Pernicious Political Activities		C 38	C 41	c 52
POSTERS				
Concurso de Cartelones Artísticos Fire Prevention Posters			C 101 C 102	C 259
PRESUPUESTO (Véase "Budget")				
PRIMARY GRADES Enrollment			C 126	
PRIVATE SCHOOLS Circulars to be Sent Directly to Private Schools Information Requested from Them			C 87 C 93	
Lista Oficial de Escuelas Pri- vadas Acreditadas Music Examinations Supervisor in Charge			C 144 C 90 C 85	C 236

]	PROBATIONARY TEACHERS Rules Governing Teachers' Contracts, Oaths, etc. Traslados de Maestros		CC	25 14		
I	PROBLEMAS SOCIALES Y ECONÓMICOS Proyecto de Educación de Adultos del Departamento de Instrucción en Co- operación con la Works Projects Administration Rural School Education		CC	161 20		
I	PROCLAMATIONS American Education Week Army Day Closing of Schools on Registration Day Franklin D. Roosevelt Day General Pulaski's Memorial Day Gold Star Mothers' Day I Am An American Day Merchant Marine Day National Music Week Navy Day Pan American Aviation Day, 1940 Pan American Day: Day of the Americas		0000000000	128 193 132 139 104 89 213 243 201 105 140 210		
I	PROFESSIONAL CLASSES English		C	15	C	64
F	PROFESSIONAL GROWTH Physical Education Instructors	*	C	75		
F	PROGRAMS Adult Education Centenario de Corchado Daughters of the American Revolution Elementary Science English, Elementary School Native Handicraft Classes		000000	121 65 97 18 17 36	С	174

(1940-41)

PROGRAMS (Cont.) Physical Education Spanish, High Schools Vocational Guidance Works Projects Administration	C	9 35 109 214	
PROJECTS Actividades Educativas Durante el Verano Additional Teachers Needed Film About National Youth Administration Projects in the United States Fondos para Comedores Escolares Industrial Arts Works Projects Administration F 4 C 81 C 165 C 207	0 000	271 252 247 170 68 92	CC
PROPERTY (See "School Property")			,
PUBLICATIONS (See "Bulletins" also) English Field Assistants "Lo que Puede Hacer la Escuela en Defensa de la Democracia" "School Shop Magazine" Supervisor in Charge "The School Janitor"	CC	64 146 239 85 88	
PUBLIC SCHOOL PUPILS UNDER MILITARY TRAINING	C	124	
PUERTO RICO SURPLUS COMMODITIES CORPORATION Fondos para Artículos para los			
Comedores Escolares Foodstuffs for School Lunchrooms		145 92	
PULASKI'S MEMORIAL DAY	C	104	
PUPILS' REPORT CARDS	C	118	

256 161

QUESTIONNAIRES High School English Courses Lectura Suplementaria Sent by Committee on Curriculum of the American Association of High School Teachers	C	192 143 94	
RADIO EDUCATION Amateur Contests American Education Week Cooperation of the Supervisors and Superintendents with the School	C	128	C 179
of the Air Information About Radio Sets in Schools Play Production Contest by	00	123 98	
Radio for High Schools Program Sponsored by the Daughters	C	106	
of the American Revolution Sets for Repair		97 268	
READING High School, Spanish Lectura Suplementaria Program of Studies and Time Schedule for Adult-Adolescent Schools	C	48 143 121	C 51
RECEIPTS Municipal Allowance for School Inspection	F	1	
RECESS Organization of Elementary Urban Schools for 1940-41	C	19	
RECOPILACIÓN DEL VOCABULARIO ACTIVO DE NUESTROS NIÑOS	C	1 3	C 141
RECORDS English Field Assistants Industrial Arts	CC	100	

RECORDS (Cont.) Native Handicraft Classes Second Units Social Workers			C	36 28 66	
RECREATIONAL ACTIVITIES Actividades Educativas Durante el Verano Adult-Adolescent Schools Enrollment, Recreational Activities Information Concerning Works Projects Administration Personnel Proyectos Educativos Aprobados por la Works Projects Administration Social Work and Recreation		F 4		21 94	C 165
RECREO Y DEPORTES, COMISIÓN DE Contribución para los Comedores Escolares	ć	F 2	2 C	55	C 92
RED CROSS CAMPAIGN			C 1	78	
REGISTRATION DAY			Cl	32	C 136
REGLAMENTOS Enmienda al "Reglamento Sobre Parti-					
cipación de los Maestros en Cam- pañas Políticas"			C	41	
Traslados de Maestros Rurales- Urbanos a la Zona Rural				14	
Traslados de Maestros Rurales- Urbanos a la Zona Rural REMEDIAL TEACHING	43	C 135	C	14 72	C 184

						Y 1		
REORGANIZATION, RURAL SCHOOLS					C	20		
REPORTS								
Absences and Resignations of Teachers Actividades Educativas Durante					C 1	16		4
el Verano					C 2'			
Additional Teachers Needed Adult Education				50	C 1'			
Age-Grade Distribution of Enrollment Boy Scouts					C 20	-		
Bureau of Adult and Extension Activities					C 28			
Centenario de Corchado Community Centers					C 2	65		
Cooperation of the Supervisors and Superintendents with the							- 1	
School of the Air Diploma Fees					C 12		C	183
English	C 1 C 25				C 19			
Equipo para Escuelas Rurales Escuelas y Proyectos Educativos de la Works Projects Administra-					C 24	14		
tion	C 3	37	C 2	81	C 16	61	C	165
Español Evening and Part-Time Classes	0 10				CC	13		
Final Grading of Pupils					C 22	26		
High School Industrial Arts					C 20		C	142
Information Concerning Works Projects Administration Person-								
nel Information on School Guidance Prog	ram				C 1'			
Information Requested by the Legisl Libraries		9			C 18	82	C	187
National Defense Training National Youth Administration					C 18		C	203
Native Handicrafts New Citizens Day					C 18	36 39		229
Organization, Adult-Adolescent Scho	ools				C 1:			

REPORTS (Cont.)			
Organization, Evening Schools	C	24	
Pay Rolls	C		C 249
Preliminary Census of Mentally		-	0 210
Retarded Children	C	197	
Private Schools		93	
	0	93	
Public-School Pupils Under	~	124	
Military Training		118	
Pupils' Cards		98	
Radio Sets in Schools	C	90	
Recopilación del Vocabulario	0	70	C 141
Activo de Nuestros Niños	Č	13	C Tat
Registration, Summer-School Courses,	~	010	
University of Puerto Rico		240	0 015
Second Units		186	C 245
Social Sciences		199	
Social Work			C 241
Special Final Reports	C	258	
Survey, Industrial Arts	C	142	
Survey of Incomes and Expenditures			. 1 1- m
of Wage Earners		265	
Teachers Nominated for Elective Posts	C	59	
Visits	C		
Vocational Guidance Programs	C	109	
Works Projects Administration	C	214	
REQUISITIONS			
English Books	C	272	
Industrial Arts	C	99	C 257
RESEARCH			
Committee of Supervisory Staff	C	85	
Course in Vocational Guidance Techniques	C	42	
RESIGNATIONS		1	
And Leaves of Absence	C	267	
Of Teachers	C	116	
Para Defender Candidaturas Políticas	C	41	
the Marie of the M			
REST ROOMS			
Possibilities of Establishing			
Additional Number	C	254	

RETARDATION Preliminary Census of Mentally Retarded Children Second Units	C 197 C 28	
REVISIONS Outline for the Teaching of Social Sciences	C 199	
ROOSEVELT, FRANKLIN D. Governor's Proclamation on Franklin D. Roosevelt Day in Puerto Rico	C 139	
ROOSEVELT, THEODORE Navy Day	C 105	
Aprobación de Gastos Escolares Certification of Teachers Circulars for Private Schools Comedores Escolares Concurso de Cartelones Artísticos Contracts, Oaths of Allegiance, Reports, etc. District and Sectional Conferences English Books English Field Assistants Enrollment, Adult-Adolescent Schools Enrollment in Primary Grades Enrollment of High School Graduates in Diversified Occupations and Distributive Education Escuelas con el Auxilio de la Works Projects Administration Evening Schools	C 262 C 87 C 55 C 259 C 259 C 129 C 272 C 100 C 122 C 126 C 46 C 37 C 24	C 163
Extension Schools Filling Out Pupils' Report Cards High School Freshmen Tests C 10 C 3 C 253 Home-Economics Program	C 22 C 118 2 C 44 C 112	C 223

RULES AND REGULATIONS (Cont.) Industrial Arts Monthly Report on Materials and Exp tures in the Works Projects Admin					C	68	C	73
tion Educational Program Music Examinations Native Handicrafts Pay Rolls Physical Education Political Activities of Teachers	10	ura-			00000	214 90 36 25 9	CC	236 138 249 71
(See also "Hatch Act") Science, Elementary Summer High Schools Tests	CC	10 253	С	32	0000	41 18 4 44	-	237 223
Traslados de Maestros Rurales- Urbanos a la Zona Rural University of Puerto Rico, Admis-					C	14		(
sion to Visits to Central Office Vocational Education Work on Saturday Mornings					0000	96 3 12 12	С	76
RULES ON RIGHT CONDUCT AND CITIZENSHI	P				C	215		
RURAL EDUCATION Committee of Supervisory Staff					C	85		
Committee of Supervisory Staff Distribution of Municipal Allowance for School Inspection English Equipo para las Escuelas Rurales Español	C	15	С	16	FC	85 1 17 244 13	С	100
Committee of Supervisory Staff Distribution of Municipal Allowance for School Inspection English Equipo para las Escuelas Rurales Español National Defense Program for Out-of-School Rural Youth Physical Education Rural Education	C	15	С	16	FCCC	1 17 244		
Committee of Supervisory Staff Distribution of Municipal Allowance for School Inspection English Equipo para las Escuelas Rurales Español National Defense Program for Out-of-School Rural Youth Physical Education		28 61 69 138			F000 000 000	1 17 244 13 154 9	C CC	160

RURAL EDUCATION (Cont.) Teachers of Native Handicrafts Traslados de Maestros Rurales- Urbanos a la Zona Rural		138 14		
SAFETY EDUCATION Fire Prevention Posters Semana de Prevención de Incendios Textbooks for First and Second Grades	C	102 248 77		
SALARIES Escuelas y Proyectos Educativos con el Auxilio de la Works Projects Administration Evening Schools Extension Schools Summer High Schools Vocational Schools	000	37 24 22 237 76		81
SALES Native Handicraft Classes	C	36		
SAMPLE LESSONS OR UNITS	C	29		
Adult-Adolescent Schools Condemnation of School Property Enrollment, University Extramural Courses Film About National Youth Administration Projects in the United States Handicraft Classes Organization of Elementary Urban Schools, 1940-41 Physical Education Radio Contest for High Schools	0 00 00	121 224 31 247 36 19 9 106		
Summer High Schools	C	4	C	237

(Index to Circular and Form Letters) (1940-41)

SCHOLARSHIPS				
Colorado School of Mines			C 196	
SCHOOL CORRESPONDENCE			с 113	C 200
SCHOOL OF THE AIR Amateur Contests Cooperation of the Supervisors and Superintendents with the School of the Air Information About Radio Sets in Schools			C 123 C 98	C 179
Radio Contest for High Schools Radios for Repair			C 106 C 268	
COLICOT INDOMEDIAN				
SCHOOL PROPERTY Condemnation Mobiliario de Oficina para el Ser-	,		C 224	
vicio Militar Obligatorio Radios for Repair	2.		C 26 C 268	•
Uso de los Salones de Clase para el Servicio de Conscripción Militar Uso de los Salones de Clase para la Distribución de Cheques de la "Agri-			C 266	
cultural Adjustment Administration" Uso de los Salones de Clase para			C 269	
las Elecciones	C	63	C 80	C 119
"SCHOOL SHOP MAGAZINE"			C 239	
SCHOOL YEAR Program of Studies and Time Schedule				
for Adult-Adolescent Schools			C 121	
SCIENCE				
Committee of Supervisory Staff Summer High Schools			C 85 C 4	
Teaching Elementary Science in English and Spanish	,		C 18	

SCOUTING Boy Girl			C 222 C 235	
SEALS Christmas Seals			C 131	
SECONDARY EDUCATION (See "High Schools")				
SECOND UNITS Application Blanks for Admission to the Institute for Blind Children			F 5	
Cooperation with Department of Labor in Enforcing Child Labor Laws Course in Vocational Guidance Techniques Grading of Pupils Industrial Arts C 30			C 108 C 147 C 186 C 72	C 227
C 257 Information on Students of Agriculture List of Guidance Material Meeting of Teachers of Native Handicrafts		7	C 182 C 61 C 138	C 62
Native Handicrafts Ninth Grade, Credit for Vocational Agriculture Organization of Vocational	C	36		C 234
Guidance Program Plan of Work for 1940-41 Possibilities of Establishing an			C 109 C 28	
Additional Number of Rest Rooms Radio Contests Reports Social Work			C 254 C 175 C 186 C 66	
SECRETARIOS MUNICIPALES Envío del Presupuesto Municipal			C 260	
SELECTION OF STUDENTS High School, Enrollment of High School Graduates in Diversified Occupations			C 46	

SELECTION OF STUDENTS (Cont.) High School Freshman Tests in			,
English and Mathematics		C 44	
SELECTIVE TRAINING AND SERVICE ACT OF 1940 Closing of Schools on Registration Day Permission to Personnel to Assist in		C 132	
Enforcing It		C 103	
Public School Pupils Under Military Training Work on Registration Day		C 124 C 136	
SEMANA DE LA ENFERMERA		C 219	
SEMANA EDUCATIVA AMERICANA (See "American Education Week")		7.	
SHOPS Industrial Arts		C 30	
SHORT STORIES			
	50	C 74	C 225
SOCIAL HYGIENE DAY		C 159	
SOCIAL SCIENCES	0		
Committee of Supervisory Staff High School Textbooks Merchant Marine Day Revision of Outline Semana Educativa Americana Social Science Summer Schools The Teaching of Social Sciences Unit for New Citizens Day Uso del Tiempo de Ciencias Sociales para Celebrar Centenario de Corchado		C 85 C 2 C 243 C 199 C 83 C 216 C 4 C 54 C 228 C 65	C 273

COCTAT MODIC				
SOCIAL WORK Amateur Radio Contests	C	175	C	179
Application Blanks for Admission to				
the Institute for Blind Children Asignación Municipal	F	5 242		
Cooperation with Department of	·	414		
Labor in Enforcing Child Labor Laws		108		
General Meeting Handbook	CC	70		
Instructions		241		
Monthly Report of Activities of				
the Community Centers	C	220		
Nutritional Program Under Develop- ment by the Department of Health	C	217		
Possibilities of Establishing an				
Additional Number of Rest Rooms	C	254		
Preliminary Census of Mentally Retarded Children	C	197		
Social Hygiene Day	C	159		1
Supervisor in Charge	C	85		100
Survey on Incomes and Expenditures of Wage Earners	C	155	C	265
or waso narriers	ŭ	100	ŭ	100
SPECIAL WEEKS (See "Weeks")				
STAFF				
Assignment of Supervisory Staff at Central Office	C	85		
do delidar office		00		
COURT AD A KIED DO T W				
STUDEBAKER, Dr. J. W. Letter About Help to Aliens	C	53		
CIDCODIBUTOR FIRE				
SUBSCRIPTION FUND Contributions to School Lunchrooms	C	55	C	92
SUBSTITUTE TEACHERS			200	
Rules Governing Teachers'				
Contracts, etc.	C	25		

SUMMER COURSES High Schools Industrial Arts Native Handicrafts University of Puerto R tion for Courses University of Puerto R Vocational Guidance			Lave of	00 00	4 151 234 240 270 227	CC	237 261
SUPERINTENDENTS Course in Vocational Grand Techniques Municipal Allowance for Inspection Summer Courses				C F C		c	233
SUPERVISION Assignment of Supervis English Field Assistan Español, Plan para las	ts	C	15	CC	85 64	С	100
Elementales Municipal Allowance for Inspection Schools Granted by the Projects Administrate	r School Works			C F CC	1	C	233
Summer Courses, Universummer High Schools SUPPLEMENTARY READING Lectura Suplementaria	sicy of Puerco Rico				143		
SUPPLIES AND SERVICES Adult-Adolescent School	ls			C	117		
SURVEYS Course in Vocational Government Techniques Incomes and Expenditure Wage Earners		• ,		C	42 155	C	265
	the second secon	-					

(1940-41)

SURVEYS (Cont.) Industrial Arts Preliminary Census of Mentally						142		
Retarded Children					C	197		
TEACHERS			*					
Additional Teachers Needed					C	252		
Associations of Teachers					C	91	C	107
Nominated for Political Posts Training of Teachers					CC	59 31	C	75
Traslados de Maestros Rurales-					•		ŭ	
Urbanos a la Zona Rural					C	14		
TERM					T.			
Program of Studies and Time Schedul	е			•				
for Adult-Adolescent Schools					C	121		*
				7				
TESTIMONIOS								
Reconocimiento a los Directores					~	7.50		
Escolares					C	153		
			7 >					
TESTS								
Mathematics and English to First- Year Students	C	10	C	39	C	44	C	253
Placement	CC	10	č	32	C	44		
		253						*
Preliminary Census of Mentally Retarded • Children					C	197		
Re carded •Chi idren					-	191		
TEXTBOOKS	•	7.5	-	7.0	~	7.00	• •	070
English Health Education	C	15	C	16	C	168 77	C	272
High Schools			C	2	C	168	C	273
Industrial Arts, Second Units					C			1
Mathematics					C	57		
								1
THANKSGIVING DAY								
Programs Sponsored by the Daughters of the American Revolution					C	97	作	
or one when real Meanington					-	,		

TOYS FOR CHILDREN IN EUROPE	C 137
TRADES AND INDUSTRIES (See also "Vocational Education") Evening and Part-Time Classes	C 76
TRAINING OF TEACHERS (See "Teachers")	
TRASLADOS De Maestros Rurales-Urbanos a la Zona Rural	C 14
TRAVELLING EXPENSES FOR SCHOOL INSPECTION	F l
TUBERCULOSIS Campaña Educativa de la Asociación Antituberculosa Possibilities of Establishing an Additional Number of Rest Rooms	C 209 C 254
TURISMO Semana Educativa Pro Turismo	C 156 C 166
UNIDADES DE SALUD PÚBLICA Boletín, Nuevo Servicio Para Niños Lisiados	C 50
UNITS Arithmetic English	C 184 C 190

(Index to Circular and Form Letters) (1940-41)

UNITS (Cont.) Español, Escuela Superior C	35 58	CC	39 133	C	45	C	51
Social Science			100	C	228		
UNIVERSITY OF PUERTO RICO Courses for Industrial Arts Teachers Courses in Native Handicrafts Courses in Supervision Courses in Vocational Guidance Extramural Courses for Teachers Information on School Guidance Program Registration for Summer School Courses Requirements for Admission to the University of Puerto Rico		C	42	CCCFC	151 234 270 147 3 176 240	C	261 227 31
URBAN ELEMENTARY SCHOOLS (See "Elementar Urban Schools")	сy						
USO DE LOS SALONES DE CLASE Para Elecciones Para el Servicio de Conscripción Militar		C	63		80	C	119
VACANCIES Resignations and Leaves of Absence				C	267		
VISITS Central Office Visiting Days				CC	3 17		
VISUAL EDUCATION Program of Studies and Time Schedule for Adult-Adolescent Schools				C	121		
VOCABULARY Español, Grados 1-8				C	13	-	
Recopilación del Vocabulario Activo de Nuestros Niños				C	141		

VOCATIONAL EDUCATION Application of Hatch Act to		
Vocational Employees Approval of Evening and Part-Time Classes Certification of Teachers	C 47 C 76 C 262	
Cooperation of Industrial Schools with Department of Labor in Enforcing the Child Labor Laws	C 108	0.145
Courses in Vocational Guidance Techniques District and Sectional Conferences Division of Occupational Information	C 129	C 147
and Guidance Enrollment of High School Graduates in	C 62	
Diversified Occupations and Distributive Education	C 46	
Future Farmers of America George-Deen Budget for Vocational	C 173	
Education	C 11	0 60
Guidance C 28 C 42 C 109 C 121 C 227	C 147	C 176
High School Credit for Vocational Agriculture in Ninth Grades,		
Second Units High School Credit in Vocational	C 69	
Education Home Economics Program	C 21 C 112	
Identification of National Defense Training Program Equipment	C 191	
Improvement of Family Life Week Information About Students of Agri-	C 204	C 212
culture (Asked by Legislature)	C 182	
Information About Students of Part- Time and Evening Classes (Asked	18	
by Legislature) Information and Recommendations Relative	C 187	
to National Youth Administration- National Defense Training Courses	C 203	
Information on School Guidance Program List of Guidance Materials	C 176 C 61	C 62
Membership Campaign of the American Vocational Association	C 91	
National Defense Training Reports	C 181	*
Organization of Vocational Guidance Programs in High Schools and Second	0.700	
Units	C 109	

VOCATIONAL EDUCATION (Cont.) Summer Courses in Guidance Survey on Incomes and Expenditures of Wage Harners Work on Saturday Mornings and Absences of Vocational Teachers	C 227 C 155 C 12	C 265
VOCATIONAL GUIDANCE (See "Guidance" and "Vocational Education")		4
WAGES Survey on Incomes and Expenditures of Wage Earners	C 155	C 265
WAITING LISTS	C 126	
WEEKS (Special) American Education Week Art Week Improvement of Family Life National Music Week Nutrition Week Semana de la Enfermera Semana de Prevención de Incendios en la Defensa Nacional Semana Educativa Pro Turismo	C 101	C 212
WOODWORK Tentative Courses	C 152	
WORK ON REGISTRATION DAY	C 136	
WORK ON SATURDAY MORNINGS FOR VOCATIONAL TEACHERS	C 12	
WORKS PROJECTS ADMINISTRATION Actividades Educativas Durante el Verano	C 271	

WORKS PROJECTS ADMINISTRATION (Cont.) Additional Teachers Needed Comedores Escolares de Verano Community Centers Fondos para Comedores Escolares Information Concerning Personnel Possibilities of Establishing an Additional Number of Rest Rooms Proyectos Educativos Auspiciados			C 252 C 263 C 220 C 145 C 171 C 254	C 170
por el Departamento de Instruc- ción Recreational Projects Special Final Reports Survey on Incomes and Expenditures	C 161	C 55 C 165 C 214	C 174	C 194
of Wage Earners WORLD'S WAR I			C 155	C 265
Gold Star Mothers' Day			C 89	
WORLD'S WAR II Toys for Children in Europe			C 137	
WRITING Program of Studies and Time Schedule for Adult-Adolescent Schools	2		C 121	